



### **Workshop on Procurement, Monitoring and Evaluation**

June 2 – 6, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

November 24– 28, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 US\$ for foreign  
Participants**

#### **Program overview:**

The Procurement, Monitoring, and Evaluation course is designed to provide professionals with comprehensive knowledge and skills in the areas of procurement management, project monitoring, and evaluation. This course covers essential concepts, methodologies, and best practices to ensure effective procurement processes, continuous monitoring, and thorough evaluation of projects.

It provides a comprehensive overview and practical insights into the processes of procurement, monitoring, and evaluation within organizational contexts. Participants will gain a deep understanding of the key principles, methods, and best practices essential for effective procurement management, rigorous monitoring, and impactful evaluation of projects and programs.

#### **For whom:**

This course is designed for professionals and practitioners involved in project management, development cooperation, public administration, and non-governmental organizations (NGOs). It is particularly beneficial for procurement officers, project managers, monitoring and evaluation specialists, and anyone responsible for overseeing or implementing projects and programs.

#### **Learning Objectives:**

At the end of the program, participants will be able to:

- Gain insights into the principles, processes, and strategies of effective procurement management.
- Learn how to design and implement monitoring frameworks to track project progress and performance.
- Acquire skills in conducting project evaluations to assess outcomes, impact, and overall effectiveness.
- Understand how to optimize procurement activities, ensure compliance, and maintain transparency and accountability.
- Explore various tools and techniques for procurement, monitoring, and evaluation to improve project management practices.

#### **Course Outline:**

##### **Day 1: Introduction to Procurement**

###### **Overview of Procurement**

- Definition and importance
- Procurement process phases
- Roles and responsibilities in procurement

###### **Legal and Ethical Considerations**

- Laws and regulations governing procurement
- Ethical principles and practices

###### **Procurement Planning**

- Needs assessment and defining requirements
- Budgeting and financial planning
- Risk assessment in procurement

##### **Day 2: Procurement Processes**

- Sourcing and Supplier Selection

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Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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- Types of sourcing (local, international, etc.)
- Supplier evaluation and selection criteria

### **Contracting and negotiation**

- Contract Management
- Contract types and components
- Monitoring supplier performance
- Handling contract disputes and changes

## **Day 3: Module 3: Monitoring and Evaluation (M&E)**

### **Introduction to M&E**

- Definition and objectives
- Importance of M&E in project management

### **Designing M&E Frameworks**

- Developing M&E plans
- Indicators and benchmarks
- Data collection methods

### **Monitoring Tools and Techniques**

- Performance monitoring
- Quality assurance and control
- Reporting mechanisms

### **Evaluation Methods**

- Types of evaluations (impact, process, etc.)
- Conducting evaluations
- Using evaluation findings for decision-making

## **Day 4: Module 4: Integrating Procurement with M&E**

### **Procurement Data for M&E**

- Using procurement data in monitoring
- Ensuring data integrity and reliability

### **Monitoring Procurement Processes**

- Tracking procurement milestones
- Addressing procurement-related risks

### **Evaluation of Procurement Effectiveness**

- Assessing procurement outcomes
- Lessons learned and continuous improvement

## **Day 5: Reporting and Using M&E Results**

- Preparing and presenting M&E reports
- Utilizing M&E findings for decision-making and project improvement

### **Best Practices and Case Studies**

- Best practices in procurement, monitoring, and evaluation
- Analysis of real-world case studies and lessons learned
  - Developing M&E frameworks for sample projects

### **LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

### **WORKSHOP FEE:**

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**

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**Training Methodology:** Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

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